横須賀基地空席広報		広報番号: Announcement No.	CNFJ-N10-001-15	
VACANCY ANNOUNCEMENT		募集締切日: Closing Date	13 Oct 15	
VIIOIN (OI IN VI (OCI (OLIVILI) (I		発行日: Date of Issue	30 Sep 15	
1.職種名 Job title (等級 Grade _7 /語学等級 LD _4 _)  Management Analyst, #120 (管理分析職)  Acceptable trainee level (採用可能見習い等級): 1-6  □ 事務系 □ 技能系 □ 保安系 □ 医療系	募集人数 No. of Recruitment	Current MLC/IHA Em II. ⊠現MLC/IH Current MLC/IHA Em III. ⊠現MLC/IH	A 従業員(部隊内) ployee within Activity [A 従業員(通勤圏内) ployee in commuting distance A 従業員(全在日米軍) Employee Japan Wide	
Administrative Blue Collar Trade Security Medical  2.部隊 Activity Commander U.S. Naval Forces, Japan Total Force Manpower and Personnel Office (N1) Foreign Labor Office (N10)   勤務場所 Working Place: 横須賀市泊町 Tomari-cho, Yokosuka  3.勤務時間 Work Schedule (週_40_時間制 hrww)  勤務日 Work Days: Monday thru Friday 月曜日 - 金曜日  勤務時間・休憩 Work Hours/Recess Period: 08:00 - 16:45/12:00 - 12:45  □ 夜勤 Night Shift □ 残業 Overtime □ 出張 Business Travel			☐ HPT	
7.資格要件/身体条件 Qualification/Physical Requirements a. One year of specialized technical or administrative work experience equivalent at 1-6 level in the related work, OR possession of Doctorate degree in accredited Graduate School in a related field may qualify him/her at 1-7 level. b. Knowledge of policies, regulations, and procedures pertaining to MLC/IHA personnel management, position classification, and knowledge of Japanese labor regulations, laws, etc. c. Knowledge of organizations, programs, missions, and functions of the Navy serviced commands in Japan. d. Skill in operating computers with applications such as Microsoft Access, Excel, PowerPoint, Word, Adobe Acrobat, etc. e. Ability to represent CNFJ interests during face-to-face joint service meetings and in various venues. f. Ability to analyze and evaluate various labor/personnel/position classification issues using knowledge of regulations, laws, directives, etc. g. Ability to communicate with various levels of the organization concerned to provide consultation or technical advice. h. Ability to speak, read and write English at exceptional proficiency level (LD-4). i. Ability to speak, read and write Japanese at native language level.  * An applicant who does not fully meet the qualification requirements stated above may be considered at a lower grade level as				
below.  1-6: a. One year of specialized technical or administrative work experience equivalent at 1-5 level in the related work, OR possession of master's degree in a related field may qualify him/her at 1-6 level.  * Handicapped applicants may be accepted, depending on the degree and kind of disability.				
英語力 English Language Proficiency: □必要なし None □初級 Basic □中級 Intermediate □上級 Advanced 図特段の能力 Exceptional 学歴 Educational Background:7/8 欄参照 See				
blocks 7 & 8				

	min Wir Jily Ven		
8.提出するもの Application and Associated Documents	職務状況		
8. 乗山 9 るもの Application and Associated Documents	Working Condition		
*☑ 空席応募用紙 Application for Vacancy Announcement	Condition		
* * 専門職務経歴書 Resume of Specialized Work Experience			
*の記入は Complete * in □ 日本語で Japanese □ 英語で English □ どちらでも Either			
図 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』			
If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"			
□ 運転免許証の写し Copy of Driver's License			
□ 修了証/証明書の写し Copy of Certificate			
英語の能力を証明するものの写し Certificate of English Proficiency (Copy)			
図 82 円切手を貼付し、応募者の郵便番号·住所·氏名を書いた返信用封筒 (12cm x 23.5cm)			
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)			
図 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Residence Card and Passport/Visa Copy			
9. 応募書類提出先 Office to Submit			
ク・ルッチョ 双足田儿 Office to Submit			
内部応募者(現 MLC/IHA 従業員)と外部応募者(非従業員)では、応募書類提出先が違います。上	記必要提出物を		
お間違えの無い様、 郵送/提出して下さい。 募集締切日必着。 Office to submit job application documents is			
different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit req	uired application		
documents to the right office. Applications must be received by the closing date of the Vacancy Anno	ouncement.		
(李克) 【智·元日《亚帝《朱佐佐四》(2012年2022)从北日帝李色区人,从北中李安(小从北日))。	> a + + + ***		
(注意)上記項目4番の"募集範囲"が現 MLC/IHA 従業員のみの場合、外部応募者(非従業員)か			
無効となりますのでご注意下さい。 When item #4, "Area of Consideration" above shows "Current ML employees" only, Off Base Applicants will be rated ineligible.	C/IHA		
employees only, On base Applicants will be rated mengible.			
1. 内部応募者(現 MLC/IHA 従業員)提出先 (米海軍横須賀基地日本人雇用課 (HRO)):			
Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):			
〒238-0001     〒238-0001			
神奈川県横須賀市泊町1番地 1 Banchi Tomari-cho, Yokosuka			
PSC 473 BOX 22 CNRJ HRO N132 PSC 473 BOX 22 CNRJ HRO N132			
内線/Extension 243-8152			
米海軍横須賀基地正門左手前事務所1階、日本人空席広報掲示板の下の壁に内部応募者用の「空席応募提出箱」が設置			
大海軍侵険員委地正門在宇間事務所「順、日本八至席は報掲が板の下の室に内部心券有用の「至席心券提出相」が設置   してあります。 毎日午前0600時より、午後0600時までこの箱への応募書類の提出が可能です。			
Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is			
installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1 <sup>st</sup> fl.) in the office located on the left			
side of the main gate to the Yokosuka Navy Base.			
2. 外部応募者(非従業員)提出先: Off Base Applicants must submit to:			
₹238-0011       ₹238-0011			
神奈川県横須賀市米が浜通 1-6 村瀬ビル4階 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka			
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA			
管理第一係 Management #1 Section			
電話番号 Phone 046-828-6959 受付時間:月曜—金曜、0830-1730時 (日本の祭日を除く)。 雇用条件等のご質問はこちらにお問い合わせ下さい。			
Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of			
employment.			
<b>10. 事務処理欄</b> For Official Use			
募集部隊担当 Activity POC: CNRJ Manpower Management Office (N11) 軍電 (DSN) 243-315			
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## PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450,9397; 及び日本法・個人情報の保護に関する法律(平成15年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記:記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes. 利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Rev: 5-30-14

## Management Analyst Task List

## General:

Serves as assistant to the Foreign Labor Officer (FLO) and MLC Labor Economist in providing technical support on complex personnel and labor matters and for policy making by FLO on JN labor management programs. Performs the following duties.

## Major Duties and Responsibilities:

- 1. Serves as the COMNAVFORJAPAN (CNFJ) Representative in the joint service Classification Panel (CP) meetings, to develop, recommend and coordinate changes to the MLC and IHA position classification system and Job Definition (JD) Manual, including review of other service components' and COMUSJAPAN initiatives and impact of changes on special allowances. Coordinates with Navy-serviced activities and area HRO/HRSOs for submission of new or revised JDs for CP review. Reviews English and Japanese translation of JDs prepared by the activities and/or HRO and makes necessary changes for submission to the panel for further coordination. Coordinates the proposed JD through completion with HQ USFJ CP Chair and the other service component CP Representatives. Compiles information from subject matter experts and prepares CNFJ responses to questions received from Ministry of Defense (MOD) or other service components regarding the proposed new JD(s) for submission to the CP for further coordination. Consults with the MLC Labor Economist/Foreign Labor Officer for guidance on major, complex or controversial issues. (25%)
- 2. Assists the CNFJ Representative in Procedures and Compensation Panel (PCP) meetings, to review proposed modification of MLC and IHA provisions that cover a variety of personnel, wage and compensation programs. Reviews new or revised proposals that are complex in nature initiated by Ministry Of Defense or other service component members as assigned by the CNFJ Representative, conducts studies and researches the issue and applicable labor laws to provide a suggested negotiation position to the CNFJ Representative. Assists the CNFJ Representative in updating the internal CNFJ guidance (CNFJ Instruction for Administration of MLC/IHA Employees) in accordance with the concluded modifications to provide policies and appropriate guidance to the HROs and the Navy-serviced activities on each MLC/IHA provision. (50%)
- 3. Assists in providing guidance to HRO/HRSOs and Navy-serviced activities on complex position management issues and sensitive labor actions proposed by servicing activities that might adversely impact MLC/IHA employees. Studies and analyzes the impact of proposed labor actions and problems to research and recommend solutions. Such actions may include reassignment to a different worksite, transfer of personnel or function, change in work performed, organizational change or reorganization, contracting out, reduction in force, separations, upgrading or overstaffing, etc. (20%)
- 4. Performs other related or incidental duties as assigned. (5%)